



United States
Department of
Agriculture

National Institute
of Food
and Agriculture

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Beginning Farmers and Ranchers Program

Post-Award Procedures

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Presented by:

**Susan Bowman and Adriene Woodin
Awards Management Division**



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OVERVIEW

- **Statutory Time Limitations**
- **Post-Award Modifications**
- **Release of Withheld Funds**
- **Payment**
- **Draw Down Information**
- **Reporting Requirements**
- **Awards Management Information**



STATUTORY TIME LIMITATION

- **Program authorizing language limits grant period**
 - **Standard BFRDP Projects limited to three (3) years from the start date of the award**
- **Extensions of time beyond the maximum time limitations cannot be approved**



POST AWARD MODIFICATIONS

- **All Post-Award Modifications Require:**
 - **A letter signed by the Authorized Representative (AR) and the Project Director (PD)**
 - **The Intent of the Action(s) articulated in letter**
 - **Include the Award Number on documentation**



POST-AWARD MODIFICATIONS

Administrative Waivers

- **Does not need NIFA approval:**
 - **1st Time No-cost extensions**
 - **NIFA must be notified at least 10 days before the award expires by the recipient**
 - **Budget changes**
 - **Pre-award expenditures**
- **Refer to Research Terms and Conditions for specific requirements**



POST AWARD MODIFICATIONS

NIFA Approvals Required!

- **Second or subsequent No-Cost Extension**
 - **A written request must be received 30-days prior to the expiration date and must include:**
 - **The length of additional time needed**
 - **A justification of exceptional reasons for the additional time**
 - **Summary of progress to date and an estimate of funds remaining unobligated**
 - **Time table to complete the portion that prompted the extension**



POST AWARD MODIFICATIONS

NIFA Approvals Required! (Cont'd)

- **Change in key people (PD/Co-PD): When Key Personnel is changed, or time commitment changed by 25% or more:**
 - **Letter indicating change with AR's and new PD's signatures**
 - **New PD's Resume**
 - **New PD's Current and Pending Support Form including this project**



POST AWARD MODIFICATIONS

NIFA Approvals Required! (Cont'd)

- **Changes in the scope or objectives of project**
 - **For substantial changes, submit a revised plan**
- **Subcontracts over 50% of the award or to a Federal Agency**
 - **Submit a letter of commitment from the sub-contractor, a budget, and statement of work**



RELEASE OF WITHHELD FUNDS

- **The first provision on NIFA-Award Face Sheet will provide information on withheld funds and what is needed to release them**
- **Signature of PD and AR on request**
- **Call the administrative contact listed on Award Face Sheet for clarification**



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PAYMENT

- **Awards funds made available through the U.S. Treasury Automated Standard Application for Payments (ASAP) System**
 - **Questions or problems accessing funds, contact the NIFA Financial Operations Division at:**
asapcustomerservice@nifa.usda.gov



DRAW DOWN INFORMATION

- **Draw down funds regularly**
 - **Funds may be drawn as reimbursement for expenditures or in anticipation of expenses**
- **Expenditures must be made within the grant period**
- **Final draw down must be made within 90-days after end date of award**
 - **ASAP account is closed after 90-days**



ANNUAL REPORTING REQUIREMENTS

- **Annual Financial Report SF-425**
 - Due no later than 90-days after anniversary date of the award
 - Includes report on matching funds
 - Instructions and forms:
 - http://www.whitehouse.gov/omb/grants_forms
- **Annual Progress Report**
 - Reports on annual program activity
 - Due within 90-days of the anniversary date of grant
- **Late reports will delay approval of post-award requests**



FINAL REPORTING REQUIREMENTS

- **Final Financial Report SF-425**
 - Due within 90-days after expiration of grant
 - Notification of Final Financial Report sent electronically 45-days prior to expiration and again at 90-days after if not received.
 - Notification sent by awards@nifa.usda.gov
- **Submit required financial reports electronically to awards@nifa.usda.gov**



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AWARDS MANAGEMENT DIVISION **MAILBOX**

**All post-award requests should be submitted
as a PDF attachment in an email to the
Awards Management Division at:**

awards@nifa.usda.gov



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GRANT RELATED QUESTIONS?

**Contact the Administrative Point of Contact for
your award (as listed on your award document)
or the Awards Management Division (AMD) at:**

**202-401-5050,
202-401-4342, or
202-401-4986**